

First Baptist Church Muncie

Constitution and Bylaws

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Constitution

Article I. Name

The name of this Church shall be the First Baptist Church of Muncie, Indiana (hereinafter "Church").

Article II. Doctrine

Section A. Statement of Faith and Practice

This Church accepts the Holy Scriptures as its sole authority in matters of faith and practice.

Section B. Declaration of Faith

Recognizing and honoring the differences that exist among believers, this Church generally ascribes to the New Hampshire Confession Declaration of Faith as a guide to faith and practice. The New Hampshire Confession, 1833.

Article III. Vision, Mission and Purpose

This Church shall maintain a Vision, Mission and Purpose.

Article IV. Organization

Section A. Government

The government of this Church is vested in the body of believers who compose it. It is that body of believers which forms the Congregation of this Church.

Section B. Relationships

While preserving its complete autonomy as a Baptist church, it shall maintain affiliation and cooperation with the American Baptist Churches, U.S.A. and its cooperating agencies and boards, the American Baptist Churches of Indiana and Kentucky, and with such other organizations as this Church may decide.

Article V. Membership

Section A. Qualifications

Any person professing faith in Jesus Christ as personal Lord and Savior, and who ascribes to the faith and practices of this Church, may be admitted to membership.

Within this fellowship, two steps are held basic, historic and scriptural as marks of the believer.

1. Voluntary and deliberate acceptance of Jesus the Christ as the Son of God, personal Savior, and Lord.
2. Public profession and witness to that decision through the ordinance of Baptism by immersion unless prohibited for health reasons.

However, we welcome to membership all who have, of their own volition, accepted Christ as Savior and Lord and have given public witness to that decision in some form of Baptism.

Section B. Admission

Persons may be admitted into membership by any one of the following methods, upon recommendation by the Diaconate (established in the Bylaws) and Senior Pastor followed by presentation to the Congregation at any regularly scheduled service.

1. Upon confession of faith in Jesus the Christ and Baptism.
2. By letter of transfer or certificate of Membership from another Baptist or other Christian Church.
3. By statement of Christian experience as described in Qualifications.

Section C. Classification of Members

1. Active Member: An Active Member shall attend services on a regular basis and have a personal part in supporting activities of the Church. These members contribute regularly and loyally to the Church in accordance with their abilities. All members shall be considered an Active Member unless otherwise classified in accordance with this Constitution.
2. Inactive Member: When a member has been inactive for a period of one year, without showing any interest in attending services, communicating with the Church, or contributing to its support, the Diaconate shall classify the member as an Inactive Member. Reasonable

attempts will be made by the Diaconate to reconnect to the member prior to reclassification. The Pastor and the Diaconate may excuse a member's absence or delinquency for good cause. The names of Inactive Members shall be placed on an Inactive Membership List and shall not be counted or reported as members, may not take part in Church business meetings, and may not vote. Inactive Members who renew active participation in the Church (see definition of Active Member) may be restored as an Active Member by the Diaconate.

3. By Association: Any believer who is temporarily living in the Muncie community for a finite period of time may unite with the Church during that limited period and retain membership in his/her home church. He/she will have no vote on Church matters, may not hold elected position, but may attend Church Meetings and is invited to participate in all Church activities. His/her membership shall terminate upon completion of his/her temporary stay.

Section D. Termination of Membership

1. By Letter of Request: Upon application members may be released to unite with some other Church or to simply withdraw.
2. By Disciplinary Action: The Church Coordination Team may exclude an individual from membership for one or more of the following:
 - On Inactive Membership List for one year.
 - Significant breach of the Constitution, Bylaws, and/or Christian conduct, including but not limited to, failure to work in Christian fellowship and abide by the CLC process.

Article VI. Officers

The Officers of this Church shall be the Lay Moderator, Clerk, Treasurer, and Financial Secretary. Other Officers may be established in the Bylaws.

Section A. Lay Moderator

The Lay Moderator shall moderate Church Meetings, shall serve as Chairperson of the Church Coordination Team, ensure communication and coordination between Ministries, the Church Coordination Team, and the Congregation. The Lay Moderator shall be elected by the Congregation to serve a one-year term. The Lay Moderator shall serve no more than two consecutive terms. He/she shall serve in this office only. The Lay Moderator may appoint an Active Member(s) to assist with duties. In the absence of the Lay Moderator, or an appointee of the Lay Moderator, Church Coordination Team shall designate an alternate to officiate the Church Coordination Team or Church Meetings.

Section B. Clerk

The Clerk shall keep a complete record of the minutes of all Church Meetings and the Church Coordination Team. The Clerk and/or a designated person shall maintain a current register of members, including addresses, with dates and types of admission or termination, noting such changes as they occur. The Clerk shall issue letters of transfer or recommendations as voted by the Church Coordination Team. The Clerk shall notify all Officers regarding action(s) taken by the Congregation or Church Coordination Team, which concerns them. The Clerk shall be responsible for preparing annual association and state records. The Clerk may appoint an Active Member(s) to assist with duties. The Clerk shall be elected by the Congregation to serve a one-year term and shall have no term limits.

Section C. Treasurer

The Treasurer shall keep an accurate record of all receipts and disbursements made under the direction of the Church Coordination Team. The Treasurer shall make monthly written reports of the financial condition of the Church to the Church Coordination Team, and to the regular Business Meetings of the Church, and report to the Clerk such financial statements as desired for association and state records. The Treasurer shall be an ex-officio, non-voting, member of any Ministry of Stewardship meetings. The Treasurer shall submit the books for review at the end of each year or upon request of the Church Coordination Team. The Treasurer may appoint an Active Member(s) to assist with duties. The Treasurer shall be elected by the Congregation to serve a one-year term and shall have no term limits.

Section D. Financial Secretary

The Financial Secretary shall be responsible for all the counting and depositing of all offerings and all other money received by the Church, shall keep records of individual giving, and supply annual reports. Upon request, the Financial Secretary shall provide the Diaconate and Nominating Committee with information regarding whether an individual is a giver of record, meaning that there is a written record that the individual, or individual's family financially contributed to the Church, not the amount contributed. The Financial Secretary may appoint an Active Member(s) to assist with duties. The Financial Secretary shall report to the Church Coordination Team, but shall not serve on the Church Coordination Team. The Financial Secretary shall be elected by the Congregation to serve a one-year term and shall have no term limits.

Article VII. Ministries

Section A. Designation of Ministries

The Ministry Areas of this Church shall be designated as Member Care, Property, Adult Ministries, Children Ministries, Youth Ministries, Worship Gathering, and Outreach. Other Ministry Areas may be established in the Bylaws.

Section B. Responsibilities and Meetings

The Responsibilities and Meetings of the designated Ministry areas shall be established in the Bylaws.

Section C. Ministry Leaders

Each designated Ministry area shall have a Ministry Coordinator. In addition, there shall be Members-At-Large elected by the Congregation to also serve on the Church Coordination Team. The election, duties, and responsibilities of the Ministry Coordinators shall be established in the Bylaws.

Article VIII. Church Coordination Team

Section A. Members of Church Coordination Team

The Church Coordination Team (formerly known as the Leadership Council) is the official leading body of the Church. The members of the Church Coordination Team are as follows:

- Lay Moderator
- Clerk
- Treasurer
- Member Care Coordinator
- Property Coordinator
- Adult Ministries Coordinator
- Children Ministries Coordinator
- Youth Ministries Coordinator
- Worship Gathering Coordinator
- Outreach Coordinator
- Members-At-Large to include one from each of the classic and contemporary services (2)
- Senior Pastor: The Senior Pastor or Interim Pastor shall be a full voting member of the Church Coordination Team
- Other Professional Staff: All Professional Staff (established in the Bylaws) shall be ex-officio, non-voting, members

Section B. Meetings and Responsibilities

The meetings and responsibilities of Church Coordination Team shall be established in the Bylaws.

Article IX. The Senior Pastor

Section A. Principle Functions

As the spiritual leader of the Church, the Senior Pastor, or "Pastor", shall be the lead member of the Professional staff, have primary responsibility for worship, outreach and visitation, counseling, coordination of Church programs, and serve as a resource for the fulfillment of the Church's Vision, Mission, and Purpose.

Section B. Qualifications and Duties

The Qualifications and Duties of the Senior Pastor shall be established in the Bylaws.

Section C. Establishment of Relationships

Pastoral Search Team Formation: In the event of a Pastoral vacancy, the Church Coordination Team shall initiate action for the formation of a broadly representative ad hoc committee, called Pastoral Search Team, for the express purpose of identifying and recommending a prospective Pastor to the Congregation. The Church Coordination Team shall nominate persons for this Team and such nominations shall be brought to the Congregation for a vote in accordance with the Constitution and Bylaws.

1. Pastoral Search Team Organization: The Lay Moderator shall call the first meeting of the Team for the purpose of electing a chairperson and other officers decided upon by it.
2. Recommendation: The Team shall present its recommendation to the Church Coordination Team. When the Church Coordination Team is prepared to recommend a Pastor to the Congregation, it shall request a Church Meeting for the purpose of presenting a candidate and for getting a response from the Congregation regarding his/her acceptability.
3. Motion to Call: The Congregation shall consider a motion to extend a call to the Pastoral candidate at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of forty percent (40%) of the Active Members shall be required. The vote shall be by written ballot. Approval by two-thirds (2/3) of Active Members entitled to vote, excluding blanks or abstentions, shall be required to extend the call.
4. Dissolution of Pastoral Search Team: The Pastoral Search Team shall be dissolved when the Pastor has been installed.

Section D. Termination of Relationship

1. By Pastor: The Pastor may terminate the pastoral relationship by providing written notice to the Lay Moderator or Church Coordination Team at least one month prior to his/her last day.
2. By Congregation: The Congregation may consider a motion to terminate the Pastoral relationship upon recommendation of the Church Coordination Team, or written petition

signed by twenty-five (25) Active Members at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of forty percent (40%) of the Active Members shall be required. The vote shall be by written ballot. Approval by three-quarters (3/4) of Active Members entitled to vote, excluding blanks or abstentions, shall be required to terminate the pastoral relationship.

Section E. The Interim Pastor

When an Interim Pastor is needed, the Church Coordination Team shall form a committee to recommend a candidate to the Congregation. The Interim Pastoral candidate may be called by a majority vote at any Church Meeting.

Article X. Worship Services

Section A. Worship Services

Worship services shall be held each Sunday and at such other times as the Pastor and the Diaconate may direct. A meeting of the church school shall be held each Sunday for the study and teaching of the Bible. The Ordinance of the Lord's Supper shall be observed on the first Sunday of each month unless otherwise arranged by the Diaconate. In addition to the above, the Church shall have a midweek service of prayer and Bible study.

Section B. Cancellation

Cancellation of any regular worship services due to emergency conditions shall be the responsibility of the Pastor and/or the Diaconate. All reasonable means shall be used to notify the Congregation.

Article XI. Church Meetings

Section A. Church Meetings

1. Business Meetings: There shall be quarterly business meetings as scheduled by the Church Coordination Team. Notice shall be given. Elections shall be held and the budget for the next Fiscal Year presented for adoption at the fourth quarterly business meeting, which shall also be known as the Annual Business Meeting. The Pastor, the Church Coordination Team, and the Ministry Coordinators shall present a written annual report annually.
2. Special Meetings: A special meeting of the membership may be called at any time by the Lay Moderator, at the request of the Pastor, the Church Coordination Team, or by written request of twenty- five (25) Active Members. Notice shall be given. Such a business meeting may be deemed a regular meeting of the membership, and any business may be transacted, provided only that the transaction of such business does not conflict with any other provision of the Constitution or Bylaws.

3. Congregational Matters: The following matters must be brought to the congregation for consideration:
 - a. Approval of the budget
 - b. Changes in the budget greater than \$1,000
 - c. Purchase of real property
 - d. Changes in the Constitution and Bylaws
 - e. Indebtedness
 - f. Employment and dismissal of Senior Pastor and Professional Staff. Secretaries and Non-Professional staff are excluded.
 - g. All other matters required by the Constitution and/or Bylaws.

Section B. Notice and Previous Notice of a Motion

When Notice is required, the Church Meeting shall be called in advance of the meeting with information about its time, date, and location announced from the pulpit for two consecutive Sundays prior to the date of the meeting. When Previous Notice of a Motion is required, the intent to make a certain motion at that meeting shall be provided in writing to the membership at least two weeks in advance of the meeting, and publicly announced from the pulpit at each regular worship service for two consecutive Sundays prior to the date of the meeting.

Section C. Vote, Quorum, and Conduct

Unless otherwise provided in the Constitution or Bylaws, a majority vote shall be required to adopt a motion or to elect a candidate to a position. A majority vote is defined as more than half of the Active Members entitled to vote, excluding blanks, or abstentions, at a regular or properly called meeting at which quorum is present. Quorum shall be ten percent (10%) of the Active Members unless otherwise specified in the Constitution or Bylaws. Robert's Rules of Order, Newly Revised shall govern the conduct of all Church Meetings.

Section D. Eligible Voters

Active Members shall be the only Classification of members eligible to vote in Church Meetings as representatives of the Congregation.

1. Active Members Age 18 and Older: Active Members eighteen (18) years of age or older shall be entitled to vote on all questions before the Church.
2. Active Members Under Age 18: Active Members under eighteen (18) years of age shall not be entitled to vote on personnel matters, including but not limited to the calling, dismissal, or discipline of the Pastor or staff, property-related matters, or amendments or suspension to the Constitution, Bylaws, or other matters provided by law or contract.
3. Proxy or Absentee Ballot: Voting by proxy or absentee ballot shall not be permitted.

Article XII. Nominating Committee

Candidates for elected positions shall be nominated by the Nominating Committee and elected by the Congregation. The Lay Moderator shall convene a Nominating Committee composed of three Active Members: one appointed by the Pastor, one appointed by the Lay Moderator, and one appointed by the Church Coordination Team. The Nominating Committee shall develop and present the slate of candidates to the Congregation at the Annual Business Meeting. Candidates shall be considered based on their spiritual gifts, abilities, passions and desire to serve in elected position. Candidates must be Active Members in Good Standing — meaning Active Members that support the stated practices of the Church, and are givers of record, individually or as a family unit. In the event of vacancies during the year, the committee shall reconvene and shall recommend qualified replacement(s) to the Congregation at the next Church Meeting.

Article XIII. Fiscal Year and Terms of Office

The Fiscal Year of this Church shall be the calendar year from January 1 through December 31. The terms of office for all elected positions shall be the calendar year from January 1 through December 31.

Article XIV. Amendments

The Congregation may consider a motion to amend, modify or rescind the Constitution, or adopt a new Constitution, upon recommendation of the Church Coordination Team, or written petition signed by twenty-five (25) Active Members at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of forty percent (40%) of the Active Members shall be required. The vote shall be by written ballot. Approval by three-quarters (3/4) of Active Members entitled to vote, excluding blanks or abstentions, shall be required to adopt such motion.

ByLaws

I. Preamble

These Bylaws shall complement the Constitution of this Church. Should any provision herein be deemed to conflict with the Constitution, the Constitution shall prevail.

II. Church Coordination Team

A. Purpose of Area Coordinators

The Church Coordination Team is a body of Church Leaders that coordinate the ministries of the church. Their primary purpose is to discern God's leading among the body of First Baptist Church Muncie and to coordinate the ministries of the church. Their work consists of organizing ministry teams, equipping the members/attendees of First Baptist Church to serve God's mission in this community.

Overall Church Coordination Team responsibilities include, but are not limited to:

- Long range planning
- Coordinating the Ministries of the Church
- Reviewing and evaluating the plans and programs of the ministries of the Church
- Setting personnel policy
- Setting worship calendar
- Submitting a budget to the Congregation
- Recommending to the Congregation all revisions of the Church Constitution and By-Laws
- Employing, discharging, and establishing salaries and duties of clerical and - custodial staff (such salaries shall not exceed budgeted amounts)
- Directing a program to attain the budget requirements
- Authorizing prompt payment of all salaries and other indebtedness
- Holding in trust all property belonging to the Church
- Scheduling an annual review of the Church's finances
- At the outset of the Pastor's tenure, the Church Coordination Team shall, together - with the Pastor, formulate mutually desirable procedures and expectations, which - shall be reviewed annually
- Assisting the Pastor and Congregation in working together harmoniously
- Appointing a church historian

B. Qualifications of Area Coordinators

The primary purpose of an Area Coordinator is to coordinate the ministries of the church. His/her primary focus is to involve as many people as possible in the ministry. The role of the

Area Coordinator is to equip members/attendees to serve. The Area Coordinator should not carry out the entirety of the ministry on his/her own.

An Area Coordinator must be an Active Member of the Church and, as a member of the church leadership group, is to discern God's movement among the people at First Baptist Church Muncie. Therefore the following qualifications are necessary:

Character: An Area Coordinator must be a person of character. Integrity and honesty are requisite. An Area Coordinator should be reliable and dependable.

Competency: An Area Coordinator must be capable of equipping and leading teams. The goal of the Area Coordinator is not to carry out the ministry alone. He/she should be capable of equipping and leading teams to do ministry. Not all people have the capability to inspire and lead others. An Area Coordinator must be the type of person with leadership abilities that will enable him/her to involve as many people as possible in his/her area of ministry.

Chemistry: An Area Coordinator should be able to work well with others on the Church Coordination Team and the pastors of the church. His/her personality should be one that others find enjoyable, pleasing and adaptable. An Area Coordinator should be a team player who works well with others. Chemistry is hard to define, but a lack of chemistry is evident in team meetings.

Capacity: A final qualification for an Area Coordinator is capacity. He/she should be a person who has the time and energy to devote to leading others. An ability to lead and inspire others for ministry is crucial. It is easier to do the work of ministry on one's own, however, an Area Coordinator should be able to enable and equip others for ministry.

C. Responsibilities of Ministry Areas

Ministries shall be vision-oriented with an emphasis on new possibilities for advancement of the core objectives outlined in their responsibilities as follows:

Member Care:

- Visit members of the Church, caring for the sick, needy, and distressed members
- Visit and assist shut-ins both in the hospital and home
- Serve meals to bereaved families of the Church upon request
- Deliver flowers on behalf of the Church
- Recognize the birth of babies into families of our Church
- Send bulletins to shut-ins and others
- Greet worshippers at the various services of our Church
- Conduct special prayer chains
- Incorporate new members into the life of the Church

- Work in conjunction with the appropriate staff
- Any other duty assigned by the Church Coordination Team

Property:

- Have general charge of all business interests of the Church
- Be responsible for Church facilities
- See that all deeds, insurance policies, and contracts are in legal form and in safe keeping
- Work in conjunction with the appropriate staff
- Any other duty assigned by the Church Coordination Team

Adult Ministries:

- Organize and administer the educational programs of the Church, Sunday school, missional communities and life groups.
- Responsible for discovering, enlisting, training and equipping leaders for all Adult Ministries.
- Study the educational needs of the Church and make decisions regarding the curriculum materials needed
- Work in conjunction with the appropriate staff
- Any other duty assigned by the Church Coordination Team

Children Ministries:

- Organize and administer the children programs of the Church
- Organize and administer the nursery of the Church
- Responsible for discovering, enlisting, training and equipping leaders for Children Ministries.
- Review and administer all background checks for Children Ministry workers
- Study the educational needs of the children and make decisions regarding the curriculum materials needed
- Work in conjunction with the appropriate staff
- Any other duty assigned by the Church Coordination Team

Youth Ministries:

- Organize and administer the youth programs of the Church
- Responsible for discovering, enlisting, training and equipping leaders for Youth Ministries.
- Organize and administer special trips for youth such as Mission Trips, Winter Ski - Trips and/or special retreats.
- Review and administer all background checks for Youth Ministry workers
- Study the educational needs of the youth and make decisions regarding the curriculum materials needed

- Work in conjunction with the appropriate staff
- Any other duty assigned by the Church Coordination Team

Worship Gatherings:

- Develop and advance meaningful opportunities and expressions of all styles of worship that elevate the Person of our Lord and Savior, Jesus Christ
- Promote and supervise music, arts, and drama
- Assist Pastor and worship design teams in planning and conducting services of worship
- Work in conjunction with the appropriate staff
- Any other duty assigned by the Church Coordination Team

Outreach:

- Publicize the activities of the Church to the community
- Work with other Ministries to develop programs that will attract individuals to our Church
- Engage in Evangelistic visitation
- Visit prospective members
- Research and develop mission opportunities, including but not limited to financial - need
- Work in conjunction with the appropriate staff
- Any other duty assigned by the Church Coordination Team

D. Election of Area Coordinators

The Member Care Coordinator, Property Coordinator, Adult Ministries Coordinator, Children Ministry Coordinator, Youth Ministry Coordinator, Worship Gatherings Coordinator, Outreach Coordinator and Members-At-Large shall be elected for two-year terms with the possibility of re-election for one additional one-year term.

Area Coordinators shall be elected to serve a two-year term with the possibility of re-election for one additional one-year term. After serving a maximum of three consecutive years, a Area Coordinator is ineligible to serve as any Area Coordinator for one year before being eligible for election as a Area Coordinator. Each Area Coordinator shall appoint an Active Member to serve as an alternate in the event that the Area Coordinator is unable to attend a meeting. Should the Area Coordinator be unable or unwilling to fulfill the remainder of his or her term, the Nominating Committee shall submit a new candidate to the Congregation as provided herein.

E. Reports and Accountability

Area Coordinators shall oversee the budget for his/her area. He/she is responsible to work with the Church Coordination Team to assure that expenditures remain within the budget. He/she will work with the Church Coordination Team to develop a budget to submit to the Congregation for approval each year.

Area Coordinators shall submit monthly reports to the Church Coordination Team reflecting on how they sense God moving in his/her ministry area. The reports will also provide an opportunity to share how others are being empowered for ministry and concerns/questions with the Team. Reports should be submitted the week before each monthly meeting.

F. Meetings

The Church Coordination Team shall meet monthly unless there are no items on the agenda.

There shall be no set Ministry meeting schedule. Ministry Teams will be formed to accomplish specific goals and tasks and may vary in size and duration of existence.

III. Senior Pastor

A. Qualifications

1. He/she shall be an ordained minister whose credentials are recognized by the American Baptist Churches of Indiana and Kentucky.
2. It is preferred that the Senior Pastor be a graduate of an accredited seminary with a Master of Divinity degree or equivalent.
3. He/she shall demonstrate a good preaching ability.
4. He/she shall exhibit a Christian character, a living example of compliance with the teachings of the Bible, and have a friendly, helpful, sincere attitude, and be an influence of good in the community.

B. Duties

The Senior Pastor duties include, but are not limited to:

1. Worship
 - a. Preaching
 - b. Worship Leadership
 - c. Administration of Ordinances
 - d. Officiating at Weddings and Funerals
2. Teaching Role
 - a. Teaching (Bible Study and Membership classes)
 - b. Evangelism; Ethical or Discipleship Concerns & Issues
 - c. Training Leaders
 - d. Counseling couples, individuals, families and/or groups
3. Pastoral Care
 - a. Advance spiritual welfare of the Church

- b. Counseling couples, individuals, families and/or groups
- c. Visitation (Evangelism, Homes, Hospital, Nursing Homes)
- d. Minister to the bereaved
- e. Administration: The Senior Pastor is responsible for administration of the total Church program though many of the duties of administration may be delegated to the staff and/or volunteer leadership. The Senior Pastor shall:
 - i. Be available to assist Officers, Church Coordination Team, Ministries and Teams with long range and short-term planning and execution of their tasks by consulting, advising, coordinating, and evaluating.
 - ii. The Senior Pastor functions as leader of the staff and will be responsible for building effective staff relationships.
 - iii. Enable staff members to utilize their gifts in the ministry of the Church.
 - iv. Prepare periodic, at least annual, evaluations of staff for submission to the Church Coordination Team.

4. Personal Growth and Recreation

- a. Take appropriate time for personal reading, research and meditation
- b. Take one-month of vacation each year
- c. Have one to two days off each week
- d. Attend denominational and interdenominational conferences and encourage other staff persons and members of the Congregation to do likewise
- e. Plan for the completion of two Continuing Educational Units or equivalent annually

C. Accountability and Evaluation

The Senior Pastor is accountable to the Church, corporately, with special accountability to the Church Coordination Team. There will be a periodic review, at least annually, by the Church Coordination Team. The Senior Pastor is subject to the process set forth by the Congregational Life Committee.

IV. Professional, Secretarial, and Non-Professional Staff

A. Staff Defined

1. Professional Staff: Professional Staff will include pastoral and ministerial staff, except the Senior Pastor, such as: Associate Pastor; Minister of Evangelism; Minister of Visitation; and/or any other Pastoral staff deemed necessary by the Congregation and designated as such by the Church Coordination Team.
2. Secretarial, Administrative Assistant and Non-Professional Staff: Secretarial Staff shall be designated as such by the Church Coordination Team. Non-professional Staff shall be all other staff such as interns and custodians.

B. Establishment of Relationship

1. Professional Staff: Upon a vacancy in the Professional Staff, a Search Team shall be formed in the same method and manner as provided in Constitution Art. LX, Section C., except as follows: the Congregation shall consider a motion to extend a call to the Professional Staff candidate at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of thirty percent (30%) of the Active Members shall be required. The vote shall be by written ballot. Approval by two-thirds (2/3) of Active Members present and entitled to vote, excluding blanks or abstentions, shall be required to extend the call. Interim Professional Staff may be approved at any Church Meeting.
2. Secretarial and Non-professional Staff: The Senior Pastor shall recommend the establishment of a Secretarial employment relationship to the Church Coordination Team for approval in accordance with budgetary constraints. The Church Coordination Team shall approve the establishment of an employment relationship with Non-professional Staff in accordance with budgetary constraints.

C. Qualifications and Duties

The Church Coordination Team in conjunction with the Senior Pastor will establish qualifications and duties of all staff.

D. Accountability and Evaluation

All staff are accountable to the Senior Pastor on day-to-day matters. All staff members are subject to the process set forth by the Congregational Life Committee upon the request of the Church Coordination Team. The Senior Pastor may make recommendations to the Church Coordination Team regarding personnel matters. The Church Coordination Team shall make the final determination regarding all personnel matters unless otherwise provided in the Constitution or Bylaws. The Senior Pastor shall be responsible for the completion of periodic reviews, at least annually, of the staff. Such reviews shall be submitted to the Church Coordination Team for review.

E. Termination of Relationship

1. Professional Staff: The Professional Staff may terminate the employment relationship by providing written notice to the Senior Pastor or Church Coordination Team at least two weeks prior to his/her last day. The Congregation may consider a motion to terminate the employment relationship of Professional Staff upon recommendation of the Church Coordination Team, or written petition signed by twenty-five (25) Active Members at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of thirty percent (30%) of the Active Members shall be required. The vote shall be by written ballot. Approval by three-quarters (3/4) of Active Members present and entitled

- to vote, excluding blanks or abstentions, shall be required to terminate the Professional Staff relationship.
2. Secretarial and Non-Professional Staff: The Church Coordination Team may terminate the employment relationship of Secretarial and Non-professional Staff.

V. Standing Committees

A. Diaconate

1. Members: Candidates shall be interviewed and appointed by a committee consisting of the Pastor, the Lay Moderator, and the Member Care Coordinator as to his/her acceptance of the Scriptural qualifications and duties as set forth in 1 Timothy 3:8-13 and Acts 6:1-4. The Diaconate shall consist of nine Active Members, including a minimum of 3 women and 3 men and a minimum of 3 regular attendees of each of the classic and contemporary services, who shall serve one three-year term. Rotation shall be staggered so that (3) members rotate off each year and (3) members are added.
2. Duties:
 - a. Sustain a strong prayer Ministry
 - b. Support Pastoral Ministry of the Bible
 - c. Administer Distress Fund
 - d. With the Pastor be responsible for observance of Baptism and the Lord's Supper
 - e. Make provision for worship services together with the Pastor or in the absence of the Pastor
 - f. Give spiritual guidance to the Ministry of Worship regarding worship services
 - g. Promote Christian fellowship within the Church
 - h. Address members who may be neglectful of their Christian obligations
 - i. Track member attendance and classification and take appropriate action on any status change
 - j. Disciple new Christians

B. Congregational Life Committee

1. Introduction/Purpose: Life together in the Congregation can result in blessings as well as conflict between members. While conflict is painful and difficult, it is our belief that working through conflict can lead to the spiritual and emotional growth of all parties as well as strengthening the Congregation. The Congregational Life Committee (CLC) has been created to assist our Church members in restoring relationships. In order to maintain unity within the body it is paramount that our members be in a right relationship with each other, with the Church, and most importantly, with God. Therefore, the purpose of the committee is to establish and monitor a conflict resolution process based on Biblical principles. Using the examples set forth in scripture, particularly those found in Matthew

5:23-24, Matthew 18: 15-20 and 1 Corinthians 6:1-8 we affirm the following process for conflict resolution within the Congregation in which disputes and/or grievances can be resolved. It is important to note that the CLC committee will not be a mediating body as a whole or in part. It serves only to maintain the integrity of the process that has been developed for mediation. It is also important to note that this grievance process covers all members of our Church, regardless of title or position, and non-members should be encouraged to participate if all parties are in agreement. Ultimately, this process is designed to be the sole Constitutional remedy for any controversy or dispute arising within the Church body. Failure to comply with the requirements of conflict resolution after all steps in the grievance process have been exhausted may result in disciplinary action outlined and defined by the Church Constitution.

2. Definition: The selection and roles of the CLC are defined as follows:
 - a. Members of the CLC shall be nominated by the Church Coordination Team and elected by the Congregation. The criteria of selection will include: the ability to hear viewpoints other than their own without taking sides, the ability to keep confidences, and the capacity to remain neutral and non-judgmental. Makeup of committee should reflect diversity of Congregation and exhibit maturity in Christian faith.
 - b. The committee shall consist of three members. Immediately following passage of these Bylaws, one of the three members shall serve a term of three years, one of the three members shall serve a term of two years, and one of the three members shall serve a one year term. After implementation of above specified term limits, each member shall serve a three-year term and shall be limited to serving for two terms.
 - c. The role of the CLC shall be to manage the protocol and progression of the conflict resolution process. The committee shall meet on a quarterly basis unless active applications require additional meetings. Such meetings will be scheduled on an "as needed" basis determined by the committee chairperson.
3. Process: Serious disputes which arise between or among any members of our Church body shall follow a Biblical process of mediation and seek timely reconciliation. To this end, Church members should acquaint themselves with the steps in the process, the spiritual preparedness for dialogue, and the need for timely settlement of differences. Steps in the process are as follows:
 - a. The member(s) seeking reconciliation shall quickly go to the member(s) with whom he (she, they) has (have) a difference and attempt to make things right. Matthew 5 indicates that this reconciliation should be sought with immediacy and that it should be done initially in private, between the parties involved. If, in that process, a satisfactory resolution cannot be achieved, the member(s) seeking reconciliation shall end the conversation and leave. (Note: if a third party knows of a conflict between two other parties, that third party should encourage direct communication between the parties involved and avoid serving as a go-between. Direct communication is essential in resolving conflict in a healthy manner. Third party involvement threatens

- the unity of the Congregation by fostering divisiveness and fractionalization.)
- b. The member(s) seeking reconciliation shall return to the member(s) with whom he (she, they) has (have) a difference, taking one or two members of the Church so that there may be a witness. (A member(s) of the Congregational Life Committee would be available to serve in this capacity if requested.)
 - c. If there is still no reconciliation between the aggrieved members and if there is a mutual interest in finding a solution, the person(s) or faction(s) seeking reconciliation shall file a request for mediation assistance with the Congregational Life Committee who shall review it. Mediation Request Forms are available in the Church office. If it is clear that a good faith effort has been made to resolve the matter following the steps outlined above but no resolution has been reached, and the involved parties are willing to sign an Agreement to Mediate, the CLC shall forward a request for a (outside) state mediator to work with the aggrieved members for a solution. If, on the other hand, the CLC finds that the steps outlined above have not been followed, the CLC will work with the aggrieved member(s) to work through the process before contacting an outside mediator.
 - d. Upon reconciliation, the aggrieved members shall construct a Memorandum of Understanding stating the terms of the reconciliation. This document, initiated by the mediator, will be signed by both parties and the mediator. Both parties will be provided a copy of the document, as will the CLC.
 - e. The mediator will schedule a follow-up session with the parties involved to solidify any gains that have been made and to attend to any lingering issues.
 - f. If the aggrieved members fail to use the mediation process OR if they do not reach reconciliation after working with a state mediator and it is clear to the CLC that the conflict is disruptive to the unity of the Congregation, one or both members may be subject to Church discipline as defined by Church Constitution.

VI. Teams and Individuals

The Congregation, Lay Moderator, Senior Pastor, Professional Staff, Church Coordination Team, Officers, and/or Ministry Leaders, may elect or appoint individuals or teams of individuals for the purpose of accomplishing a specific task of a short- range nature. After the task has been accomplished, the election or appointment concludes.

VII. Auxiliary Organizations

A. Definition

Auxiliary Affiliated Organizations are defined by:

- Being named with First Baptist Church
- Having a separate treasury

- Having separate officers
- Being consistent and compatible with the Constitution and Bylaws of the Church

B. Auxiliary Operations

The Church regards all auxiliary organizations as formed for the purpose of carrying out designated activity of the Church. Auxiliary organizations may be disbanded by a Congregational vote at any Church Meeting. The volunteer officers and/or leaders of these organizations shall be Active Members of the Church elected by their representative organizations. The Constitution and/or Bylaws of auxiliary organizations shall not conflict with the Constitution and Bylaws of this Church. Meetings of auxiliary organizations shall be planned to avoid any conflict with regular Church meetings.

VIII. Finances

A. Policy

The financial policy of this Church, and of all auxiliary organizations, is predicated upon personal, voluntary giving as an act of worship. Annual pledges toward the budget of the Church may be solicited on this basis. Additional free-will offerings may be taken for special purposes, when deemed necessary.

B. Budget

At the Annual Business Meeting, the Congregation shall adopt a unified budget for the next Fiscal Year.

C. Expenditures

Appropriations are to be expended under the direction of the Church Coordination Team. Checks for expenditures in the amount of \$2,500.00 or greater shall require two signatures: signatories to be designated by the Church Coordination Team.

D. Distress Fund

There shall be a Distress Fund administered by the Diaconate, to be used for the purpose of giving emergency relief or aid to members and regular attendees of the Church. Monies for this fund shall come from contributions made at the communion services and from other monies, which the Church may designate for the fund. The Diaconate shall not be required to account for individual disbursements from this fund, but shall give a summary report to the Congregation with the annual report.

IX. Amendments

The Congregation may consider a motion to amend, modify or rescind the Bylaws, or adopt new Bylaws, upon recommendation of the Church Coordination Team, or written petition signed by twenty-five (25) Active Members at a regular or properly called Church Meeting with Previous Notice of the Motion. A quorum of thirty percent (30%) of the Active Members shall be required. The vote shall be by written ballot. Approval by two-thirds (2/3) of Active Members present and entitled to vote, excluding blanks or abstentions, shall be required to adopt such motion.